

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting Minutes**  
**Tuesday, August 18th, 2020 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL, 60044

Notice: This meeting of the Lake Bluff Library Trustees was held without a quorum of Trustees physically present. The Trustees conducted the Board meeting with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published prior to the meeting so that members of the public could log in.

- 1. Call to Order:** Library Director Eric Bailey called the meeting to order at 7:03 pm. Present were Trustees Scot Butler, Bill Hayes, Jon Heintzelman, Janie Jerch, Kathy Meierhoff, and Cal Stroh. Library Employees Martha O'Hara, Katie Horner, Gilbert the Cat, and Jillian Chapman were also present. Trustee Butler recently moved outside of the Lake Bluff Public Library District and is no longer eligible to be a Trustee, so we all said our goodbyes and he signed off.
- 2. Additions & Corrections to the Agenda:** Bailey asked that we move item 8a, the Vote of Thanks to Scot Butler, to item 3, and to add that we need to recruit two new board members, discussion to be added to New Business.
- 3. Opportunity for Public to Address the Board:** Stroh asked about apps that access news articles through the Library website; it's called Proquest. Meierhoff spoke about voting by mail and early voting opportunities. Heintzelman moved and Stroh seconded a motion to adopt a formal Vote of Thanks to Scot Butler for his invaluable service to the Lake Bluff Library; all voted aye.
- 4. Approval of Minutes from May 18, 2020:** Bailey noted that the minutes misstated information about programs in item #5. There have been programs, just not as many as usual, and the newsletter has been shorter. The secretary will make the needed changes. Stroh moved and Heintzelman seconded a motion to approve the minutes of August 18, 2020 as amended; all voted aye.
- 5. July 2020 Financial Reports:** Bailey noted that more property tax monies came in, and that we're over budget on patron and staff software because of going digital, but that these expenses are reimbursable through the FEMA and CARES acts, and that the net of revenue/expenses is solid. We don't yet know what's ahead, but having a cushion is a positive.
- 6. Approval of July 2020 Checks:** No discussion was needed as checks were straightforward. Heintzelman moved and Hayes seconded a motion to accept the July 2020 checks numbered 14468-14498, all voted aye.
- 7. Committee Reports:** Surprise! No committees met this month either! We noted that with Butler no longer a trustee, we have some holes in our committees as well.  
  
**(Did Not Meet)**
  - a. **Building and Grounds** (Jerch, Meierhoff, and Stroh.)
  - b. **Bylaw and Policy Committee:** (Stroh and Heintzelman.)
  - c. **Finance** (Hayes and Meierhoff)
  - d. **Human Resources** (Heintzelman, and Jerch.)
  - e. **Intergovernmental** (Bailey, Meierhoff, and Stroh.)
  - f. **Long Range Planning** (Heintzelman and Hayes.)
  - g. **Outreach / Community Engagement** (Jerch. I'm lonely.)
- 8. New Business:**
  - a. Vote of Thanks for Scot Butler completed in Agenda item 3#.

- b. Heintzelman moved and Stroh seconded a motion to adopt a formal Vote of Thanks to Marlene Scheibl from the Village of Lake Bluff for her outstanding service to the Lake Bluff Library's accounting, audit preparations, and good advice. All voted aye.
- c. Heintzelman moved and Stroh seconded a motion to accept the D65 Agreement Renewal; all voted aye. This will go before the D65 Board in September for their approval.
- d. Meierhoff moved and Stroh seconded a motion to accept the D115 Agreement Renewal; all voted aye. The D115 Board will also have to approve it, but we haven't heard from them as of yet.
- e. Recruitment of new Trustees has become more urgent, as we now have two vacancies. Bailey will poll the five current Trustees as to what we'll be looking for in character, disposition, and skill sets. The candidates will have to agree to run for election in April of 2021, and the VoteLB group will begin vetting candidates in December 2020, so the candidates will have to be ready to jump right in! We will also enlist the Friends of the Library in the search for possible nominees.

**9. Old Business:**

- a. Values Statement: Upon discussion, it was agreed that we should replace the word "entertainment" with "enrichment" in the first line of the Values Statement. Stroh moved, and Meierhoff seconded, a motion to adopt the Values Statement as amended; all voted aye.
- b. Capital Project Update: The prospectus and folders have arrived and look great; Trustees are encouraged to stop by and have a look.

**10. Director's Report Highlights:**

- Programs continue with great success, albeit mostly remotely.
- Kudos to Martha O'Hara and Jillian Chapman for the ALA PR Xchange award they received from the American Library Association for their stellar work on the Summer 2019 issue of the Library Quarterly!
- Bailey and Chapman met with Kathy O'Hara, Adrienne Fawcett, and Deb Fischer to discuss the future of "Lake Bluff Strong" and consider the possibilities of its continuation as a vehicle for community publicity and news.
- Bailey expressed gratitude to the Lake Bluff Library family for the gifts received upon the arrival of Baby Samuel. Eric, you are more than welcome!

**11. Executive Session:** There was none.

**12. Any and All Other Business which may properly come before the Board:** There was none. Either that, or I was asleep.

**13. Adjournment:** Stroh moved and Heintzelman seconded a motion to adjourn; all voted aye. The meeting adjourned at 8:53 pm.

Respectfully Submitted,

Janie Jerch